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CORRESPONDENCE MEMORANDUM

DATE: November 24, 2004

TO: Members of the Employee Trust Funds Board, Teacher Retirement Board
and Wisconsin Retirement Board

FROM: Robert Weber, DETF Chief Counsel

SUBJECT: Final Draft Report on new Fax and E-mail Receipt Rule

This is an action item: Each of the three Boards is requested to approve the attached Final Draft Report for submission to the Legislature.

The new fax and e-mail rule is intended to generally treat documents received by fax or e-mail as if they were received by other, non-electronic means — such as by mail or hand-delivery. The rule also makes a change in current practice with respect to these electronic documents. The date of receipt will be the actual date the electronic document arrives on the Department's e-mail or fax server, even if that is after regular office hours. Non-electronic documents may only be received during regular business hours.

The rule was previously brought before the Boards at both the scope statement and proposed rule stages. The only substantive changes made to the text of the rule since its inception has been to broaden its effect to include Group Insurance Board and Deferred Compensation Board programs, too. Those changes aside, there have been no substantive changes to the text of the proposed rule. Some minor editorial changes were suggested by the Legislative Council Staff, as described in their report (see page 17 of the Final Draft Report). These suggestions were all implemented as described on page 18 of the Final Draft.

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JI	12/09/2004	5
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